



## ADMISSIONS POLICY

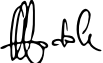
*This policy, which applies to the whole school, including the reception class within the Early Years Foundation Stage (EYFS), is publicly available on the school website and upon request a copy (which can be made available in large print or other accessible format if required) may be obtained from the school office.*

Document Details:

**Scope:** All who work, volunteer or supply services to our school have an equal responsibility to understand and implement this policy and its procedures both within and outside of normal school hours, including activities away from school. All new employees and volunteers are required to state that they have read, understood and will abide by this policy and its procedural documents and confirm this by signing the *Policies Register*.

**Legal Status:** Complies with The Education (Independent School Standards) (England) Regulations currently in force.

**Monitoring and Review:** These arrangements are subject to continuous monitoring, refinement, and audit by the Headteacher. The Proprietor and Advisory Board will undertake a full annual review of this document, inclusive of its implementation and the efficiency with which the related duties have been implemented. This review will be formally documented in writing. Any deficiencies or weaknesses recognised in arrangements or procedures will be remedied immediately and without delay. All staff will be informed of the updated/reviewed arrangements, and it will be made available to them in writing or electronically.

Signed: 

Reviewed: October 2024  
Next Review: October 2025

Mrs Chizzy Chukwukere  
Headteacher  
Proprietor who is the Chair of the Advisory Board

Imperial Oak Preparatory is a co-educational, independent school. From its inception, it's aim has been and still is to provide a high-quality education for children in Reception and Key Stages 1 and 2.

The Admission Arrangements:

All children who attend Imperial Oak currently have an EHCP/Statement of SEND and in some cases by parental referral (self-funded) they are considered for admittance to the school if the EHCP/Statement matches the needs provision the school offers.

The process for Admissions is as follows:

- Consultations are sent to the school by the local authority for consideration or by parents referral (self -funded)
- The admissions team will assess the needs of the individual and make contact with the local authority and/or family/parents or carers. Where appropriate we will assess each pupil's current skills and levels of attainment on entry. Additionally, Imperial Oak considers evidence that a pupil may have a disability under the Equality Act 2010 and, if so, what reasonable adjustments may need to be made for them.
- A member of the Imperial Oak team will visit the children at their current establishment and/or at home, whichever is appropriate, followed by the child and parents/carers being invited to visit the school.
- A further visit to the school or trial days may occur before a school place is offered if this is deemed appropriate and a place is available.
- After a place has been offered and accepted a transition plan will be discussed with the parents or carer.
- Some children may start at Imperial Oak on a transition timetable that gradually builds in duration if this is determined to be beneficial for the child.

**What our school does:** Once a child has been offered a confirmed place at Imperial Oak School, the educational provision for a pupil is coordinated by the Headteacher. As all the children who attend the school have EHCP plans previously issued, this means that the child's special needs have already been identified before reaching our school. Upon a child starting at Imperial Oak, if the school felt that additional needs have not been identified other than those named on the EHCP, an emergency annual review can be conducted. This is where Imperial Oak would present evidence to have this information included on the EHCP. This could then result in additional support being requested, or an alternative placement being recommended.

### **Applying for a place**

Prospective parents are encouraged to visit to see the school in action. The school hosts regular open days, which is an opportunity to tour the school, meet the staff and see what we have to offer. Details for open days are published on the school website. Any enquiries regarding ad hoc visits should be made to the school admin office.

Prospective parents from overseas are encouraged to visit the school where possible prior to application. Where this is not possible parents can contact the admissions team to discuss their interest.

### **Equality, disability and Special educational needs.**

In its admissions, as in all other policies, procedures and practices, the school operates an equal opportunities policy and will not discriminate against a child (current or prospective) on grounds of gender, race, religion, ethnicity, nationality or disability.

### **Special Educational Needs and Disabilities (SEND):**

We welcome enquiries and applications from all children, in line with our Equal Opportunities Policy, and we are committed to the integration of pupils with a wide range of needs, and their involvement in the whole life of the school. As Imperial Oak School is a SEND school it seeks to offer pupils with Special Educational Needs full access to as broad and balanced a curriculum as possible, taking into account individual's needs.

The school will always consider its obligations under the Equality Act 2010 and the school does not discriminate against any pupil or parent whose child wishes to register for entry to the school.

The school will treat every application fairly and with an open mind, although the school will assess all candidates for admission based on its standard selection criteria. The school endeavours to ensure it can support fully the needs of all prospective pupils. The LEA/ Parents of children with special educational needs and disabilities must fully disclose any diagnosis or conditions at the time of registration. Copies of any formal reports from specialists (such as EHCPs, Educational Psychologists and Specialist Teachers reports) must be provided to the school by the LEA/parents. The school will assess whether it is able to meet any special educational needs and disabilities through discussion and meetings with LEA/ parents and consideration of any professional reports and references from previous nurseries or schools.

An offer of a place may not be made if the school determines, following reasonable adjustments by the school, and consultation with LEA/parents, that they are unable to meet and provide for a child's needs.

### **Contractual terms and conditions**

Prior to the child's attendance at the school the parents or guardians must complete and sign the Registration/Acceptance/ Parent-School Contract Standard Terms and Conditions Form.

This provides Imperial Oak School with vital information and informs the parents of the basic standards of behaviour and the attitude towards teaching and learning that the school expects and requires.

Parents or guardians will also be asked to provide the school with any further information which they feel will enable us to support their child's learning and development. Parents are provided with key documents and directed to the school's website where policies are available.

### **GDPR and data protection**

Imperial Oak Preparatory school regards your privacy as important and complies with the general data protection regulation (GDPR) and the Data Protection Act 2018. Any information provided by parents during the admissions process will be held electronically and used by the school for the purpose of processing the application. The school will not share the information with any third parties, and not keep the data for longer than is necessary.